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DCID No. 1/4  
(New Series)

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1/4

DIRECTOR OF CENTRAL INTELLIGENCE DIRECTIVE NO. 1/4<sup>1</sup>

INTELLIGENCE INFORMATION HANDLING COMMITTEE<sup>2</sup>

(Effective 4 April 1968)

Pursuant to provisions of NSCID No. 1, and to facilitate intelligence information handling within the community, a standing committee of the United States Intelligence Board on information handling is hereby established.

The United States Intelligence Board's Committee on Documentation (CODIB), established 21 April 1958, is hereby terminated.

1. Composition and Organization

(a) The committee will be known as the Intelligence Information Handling Committee. It will consist of a chairman designated by the Director of Central Intelligence in consultation with USIB and of designated representatives of the departments and agencies represented on the USIB.

(b) The committee will be supported by subcommittees as approved by USIB. Membership on subcommittees need not be limited to member agencies of the committee but may be extended by association under the provisions of NSCID No. 1, paragraph 2, footnote.

2. Mission

The mission of the committee, under the general guidance of the DCI and the USIB, is to promote and coordinate within the intelligence community the accomplishment of USIB objectives for information handling and to assist the DCI in the continuous improvement and integration of the USIB member agency intelligence information handling systems.

3. Functions

The functions of the committee are:

(a) To formulate and recommend to USIB objectives, policies, plans and programs relating to the establishment of a USIB community information handling system.

(b) To monitor and coordinate implementation of plans and programs approved by USIB.

<sup>1</sup> Supersedes DCID No. 1/4, effective 23 April 1965.

<sup>2</sup> Information handling, for the purpose of this Directive, includes the functions of receipt of information from collection sources, dissemination, transformation, indexing or categorization, storage retrieval and presentation.

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(c) To assist the intelligence community in the introduction of improved methods and facilities for information handling.

(d) To develop and promulgate within the intelligence community rules, procedures and formats for the exchange of information between agencies.

(e) To monitor efforts in the scientific, academic and industrial communities in information science in order to ensure that optimum use of this research is directed to the intelligence community information processing problem.

(f) To promote the establishment of education and training programs in information science.

(g) To identify community R&D needs and to promote interagency exchange of information and cooperation in research and development on information processing, particularly in those areas which involve the intelligence community as a whole.

(h) To promote and coordinate the development of community information handling capabilities which will provide on a timely basis as required relevant multi-source information in response to authorized queries.

(i) To provide assistance and encourage the development of standardized procedures for information handling to include the development of compatibility of files for ADP storage and retrieval systems.

(j) To promote arrangements between agencies designed to eliminate unwarranted duplication of files and processing.

(k) To ensure that the security aspects of new information handling systems under development are given appropriate consideration.

(l) To assist as necessary in the development of an automated information handling system for the National Indications Center.

(m) To monitor for the DCI and USIB the intelligence information handling requirements of Emergency War Plans.

(n) To formulate and recommend policies and procedures relating to the procurement, indexing, flow, storage, exchange, and release of intelligence documents.

4. The committee and subcommittees will reach decisions by agreement. When a chairman determines that a given position represents the consensus of the committee or subcommittee, the matter will be considered agreed unless a dissenting member requests its reference to a higher level. In such an instance, the chairman will refer the matter, with the dissenting opinion or opinions, to the higher level.

5. The committee shall meet upon the call of the chairman or at the request of any of its members. Items may be placed upon the agenda of the committee by the Board, by the chairman, or by any member of the committee.

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6. The committee will have a full-time support staff to be provided by the Department of State, the Central Intelligence Agency, the Defense Intelligence Agency and the National Security Agency.

7. The committee shall share with other USIB committees responsibility for the coordination of areas of joint or overlapping concern.

RICHARD HELMS  
Director of Central Intelligence

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(New Series)

DIRECTOR OF CENTRAL INTELLIGENCE DIRECTIVE NO. 1/15

DATA ELEMENT AND CODE STANDARDIZATION FOR  
INTELLIGENCE AND INTELLIGENCE INFORMATION

(Effective 14 October 1969)

Pursuant to the provisions of NSCID No. 1 (New Series, Revised 4 March 1964), paragraph 3.b. (2), a policy promoting data elements and code standards for intelligence and intelligence information is hereby established.

**Definitions**

1. This Directive specifically applies to, but is not necessarily limited to, National Intelligence and Interdepartmental Intelligence as defined in NSCID No. 1, paragraphs 4.a. and 4.c. respectively.

2. The definitions of data element, data code, general and program standards are:<sup>1</sup>

a. A data element is a grouping of informational units which has a unique meaning based on a natural or assigned relationship and sub-categories (data items) of distinct units or values. For example, "month" is a data element whose data items are "January", "February", "March", etc.

b. A data code is a number, letter, symbol or any combination thereof used to represent a data element or a data item.

c. Federal *program* standards are "for use in particular related programs concerning more than one agency. Examples are data elements and codes usually limited to use in . . . unique systems. In these cases, the same source data often are used by several agencies, and aggregation and exchange of information on a program basis are the rule."

d. Federal *general* standards are "for general use by most agencies in connection with an extensive number and variety of related or unrelated data systems and programs."

3. For the purpose of this Directive, *intelligence* falls into the federal program standards area. Intelligence standards fall within and are restricted by the foregoing definitions.

<sup>1</sup> Defined in the Bureau of Budget Circular No. A-86, 30 September 1967. Subject: "Standardization of Data Elements and Codes in Data Systems."

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#### Policy

4. The policy established hereby is to promote the use of standards in the exchange of intelligence and intelligence information to achieve an optimum level of compatibility among information handling systems in the USIB community.

#### Responsibility

5. The Intelligence Information Handling Committee (IHC)<sup>2</sup> will establish methods and procedures for developing and maintaining data elements, data codes, and related features to be used in the intelligence community. The development of a U.S. Intelligence Standards Program should:

- a. Be within the framework of the standards program for the executive branch of the government.
- b. Be compatible with the missions, directives, and agreements under which member agencies must operate.
- c. Support, and be supported by the data standardization programs of member agencies.

Consideration should be given to the many functional and economic aspects of establishing, promulgating, and implementing standards.

Richard Helms  
Director of Central Intelligence

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<sup>2</sup> DCID No. 1/4 (New Series), effective 4 April 1968.

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